

SNOHOMISH COUNTY JOB DESCRIPTION

HEALTH SERVICES ADMINISTRATOR

Spec No.1132

BASIC FUNCTION

To plan, implement, direct, and evaluate operations of the Snohomish County Sheriff's Office Corrections Bureau Health Services for the incarcerated jail population. Manages overall medical and mental health programs and services.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Directs the daily operations of jail health service and develops, prioritizes, and implements program goals and objectives.
2. Collaborates with staff, colleagues, and division directors in developing and implementing new program initiatives; ensures compliance with policies, procedures, and medical standards.
3. Organizes, manages, and controls service delivery scheduling; analyzes information to plan program changes or make recommendations to department administration to meet programmatic goals.
4. Explores health-related grants or outside funding to complement programs goals; monitors grants and contract compliance for the program or district.
5. Identifies community liaison needs and make recommendations for new programs; collaborates with other health care providers to determine how best to meet the needs of the incarcerated population.
6. Evaluates staffing patterns to ensure adequate staffing to meet program and department goals; supervises and evaluates subordinate supervisors; trains, coaches, evaluates, disciplines, and recommends termination of staff as needed.
7. Assesses training needs and promotes training opportunities.
8. Administers labor agreement; represents the department in labor negotiations as designated.
9. Develops, implements, and monitors section's annual budget; participates in budget planning; prepares budget based on guidelines; routinely evaluates and analyzes expenditures and revenues; justifies budget needs; authorizes payments and requests for capital expenditures; anticipates needs and develops appropriate resources; seeks new sources of funding to complement existing programs or to address specially identified needs of the program or district.
10. Establishes and maintains effective contact with community leaders, other health-care providers, specific at-risk populations and the community; investigates complaints on matters pertaining to jail health services; makes presentations and provides information on programmatic services.

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STATEMENT OF ESSENTIAL JOB DUTIES (CONTINUED)

11. Collaborates with outside agencies and health care providers in delivering health services; represents the organization in a variety of settings on public health issues.
12. Controls, directs, and maintains the use of all supplies and equipment assigned to jail health services; assists in developing new facilities; authorizes facility modification.
13. Forecasts supply and equipment needs; maintains a safe and secure working environment that complies with OSHA/WISHA standards.

STATEMENT OF OTHER JOB DUTIES

14. Other job duties as assigned

MINIMUM QUALIFICATIONS

A Master's Degree in Nursing, Mental Health, Medical Management, or related field; four (4) years minimum of progressively responsible professional health field experience including two (2) years as a supervisor. Strong written and oral communications skills. Strong computer skills such as Word, Excel, and Access or other database experience working in a correctional facility is highly desirable and or experience that provides the required knowledge and abilities. Must pass job related tests. Must be a lawful permanent resident or United States citizen.

SPECIAL REQUIREMENTS

Candidates for employment must successfully pass a criminal history background investigation, a polygraph examination and a psychological examination. Pre-employment drug screening will be required. Licensure as an RN, MHP or equivalent preferred. Candidates must be at least 21 years old at the time of application. No maximum age.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles of customer service and satisfaction
- local and federal regulation governing the workplace
- corrections health standards / mandates
- public health principles

Ability to:

- develop and monitor budgets
- direct the work of a multidisciplinary staff
- supervise staff, including experience in the principles and practice of supervision, labor relations, and disciplinary personnel actions
- manage a 24-hour-a-day facility

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KNOWLEDGE AND ABILITIES (Continued)

- identify community health needs
- build community coalitions and consensus
- manage multiple tasks simultaneously
- communicate effectively orally and in writing
- develop/interpret policies

SUPERVISION

Health Services Administrator will report directly to the Bureau Chief of Corrections or designee.

WORKING CONDITIONS

The work is performed in a correctional facility. The employee is required to be on call twenty-four (24) hours a day. The employee may be required to work evenings, weekends, and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: May 2004

Revised: June 2018

EEO Category: 1 – Officials and Administrators

Pay Grade: 112 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous

Proposed amendment 10/1/2009

Approved by the Snohomish County Civil Service Commission November 4, 2009

Approved by the Snohomish County Civil Service Commission June 6, 2018.